

MFA for Logging In to QSS/OASIS

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Introduction

Multi Factor Identification (MFA) is required to log into QSS ControlCenter (QCC). This document describes how to set up and use MFA. Each time you log in to QCC, the authenticator displays a single-use 6-digit to type in the *MFA Validator* window in QCC.

You can use many different authenticators. This document provides instructions on how to use the following commonly used authenticators:


- Google Authenticator
- Microsoft Authenticator

To use other authenticators, follow the instructions provided with the software.

Google Authenticator

Installing Google Authenticator



The icon for Google Authenticator is . Before you can log in to QCC, an authenticator needs to be installed on your phone. Google Authenticator is one option. Many other authenticators also work.

To install Google Authenticator:

- To install for an Android phone, open Google Play and search for “Google Authenticator”.
- To install for iPhone, open the App Store and search for “Google Authenticator”.

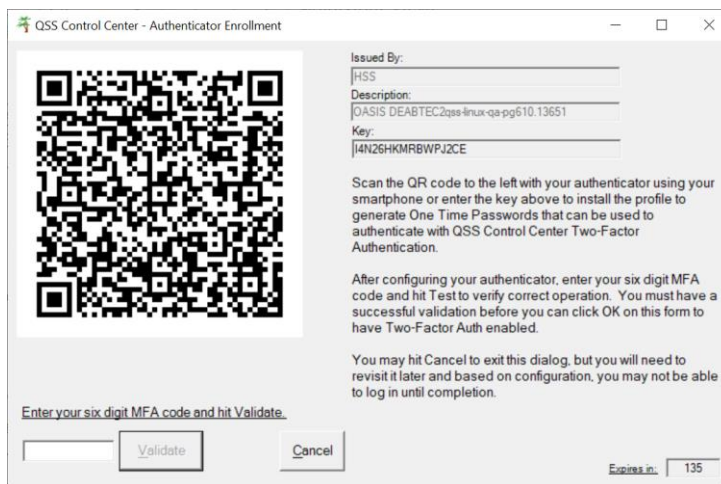
Setting Up an Authenticator Account for QSS/OASIS

These instructions are only for the first time you log in to QCC with a User Name. These steps set up an account in Google Authenticator. Once you set up a Key for the account, you no longer need to do so again until you clear Key in QCC.

If you have multiple User Names, you must set up a separate account for each User Name. For example, some people may have multiple User Names for production, testing, and training environments. See “Changing the Computer Name” for instructions on managing the names for multiple User Names.

To set up an account:

1. Log on to QCC.
2. If you have not set up MFA, QCC displays an *Authenticator Enrollment* window that displays a QR code.



The **Description** includes your User Name in QCC and server to help those with multiple user names distinguish among authenticator accounts.

3. In Google Authenticator, do the following.
 - a. Click **Scan QR Code**, then use your phone’s camera to focus in to the QR code.
 - b. After the QR code is read, click “Add Account”.
 - c. The authenticator displays a 6-digit code.

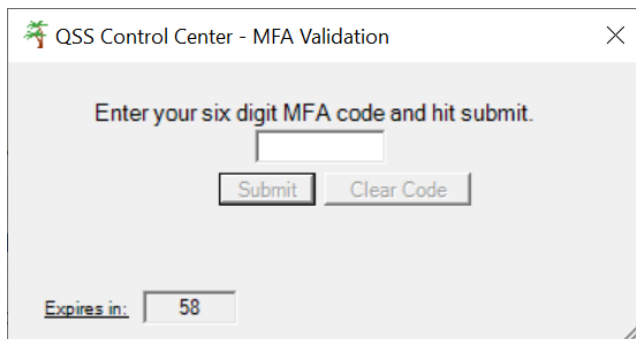
4. In QCC, type the 6-digit code in the *Authentication Enrollment* window.
 - a. If the code in Google Authenticator expires before you submit the code, look for a new code in Google Authenticator, then type it again in the *MFA Validator* form.
 - b. After you type the code successfully, the *QSS ControlCenter* window displays the tree view.

Logging In to QSS/OASIS

Follow these instructions after you have added an account in Google Authenticator.

To log in with an existing authenticator account:

1. On your phone, open Google Authenticator.
2. On your PC, log on to QCC.
3. QCC displays the *MFA Validator* form.



- Type the 6-digit number from Google Validator, then select the [Submit] button.
- a. If you have multiple accounts in the authenticator, make sure you type the code that goes with the current QCC User Name.
 - b. If the code in Google Authenticator expires before you submit the code, look for a new code in Google Authenticator, then type it again in the *MFA Validator* form.
 - c. After you type the code successfully, the *QSS ControlCenter* window displays the tree view.

Changing Computer Names

These steps are for people who have multiple User Names for logging on to QCC, such as different User Names for testing, training, and production environments. When you create an account in Google Authenticator, it assigns the computer name. You can change these names to something more descriptive, such as “QCC production logon” or “QCC test server”.


To change a computer name:

1. Open Google Authenticator.
2. In the list of accounts, tap the one to rename.
3. Tap the pencil icon on the top right corner of the screen.
4. In the *Rename* form, type a new name for the connection, then tap the [Save] button to close the form.

After you close the box, the account displays as “HSS (name_assigned_in_previous_step)”.

Microsoft Authenticator

Installing Microsoft Authenticator

The icon for Microsoft Authenticator is . Before you can log in to QCC, an authenticator needs to be installed on your phone. Microsoft Authenticator is one option. Many other authenticators also work.

To install Microsoft Authenticator:

- To install for an Android phone, open Microsoft Play and search for “Microsoft Authenticator”.
- To install for iPhone, open the App Store and search for “Microsoft Authenticator”.

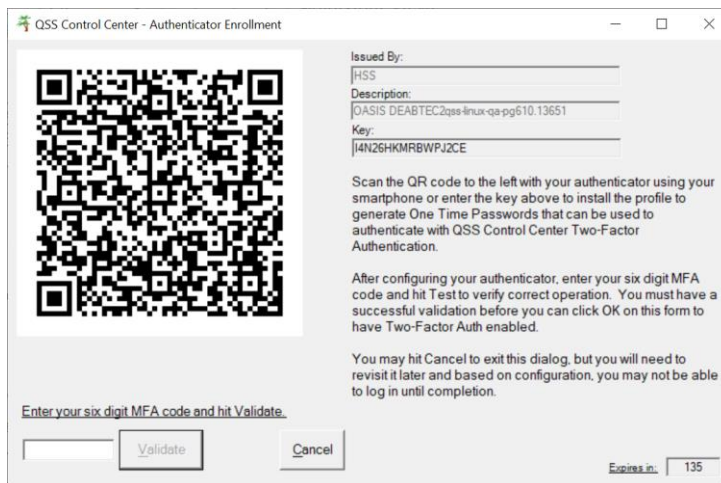
Setting Up an Authenticator Account for QSS/OASIS

These instructions are only for the first time you log in to QCC with a User Name. These steps set up an account in Microsoft Authenticator. Once you set up a Key for the account, you no longer need to do so again until you clear Key in QCC.

If you have multiple User Names, you must set up a separate account for each User Name. For example, some people may have multiple User Names for production, testing, and training environments. See “Changing the Computer Name” for instructions on managing the names for multiple User Names.

To set up an account:

1. Log on to QCC.
2. If you have not set up MFA, QCC displays an *Authenticator Enrollment* window that displays a QR code. The **Description** includes your User Name in QCC and server to help those with multiple user names distinguish among authenticator accounts.



- a. In Microsoft Authenticator, do the following.
 - i. If prompted, type the lock code for your phone or scan your fingerprint.
 - ii. Add the account.
 1. If this is the first account in Microsoft Authenticator, do the following.
 - a. Tap the [Add Account] button.
 - b. Tap “Work or School Account”.
 - c. Tap “Scan a QR Code”.

2. If you have already added accounts to Microsoft Authenticator, do the following.
 - a. Tap the [Verified ID] button at the lower right corner of the phone.
 - b. Tap the [Scan a QR code] button, then focus the phone's camera on the QR code.
- b. Tap the authenticator account that you just added to display the MFA code.
- c. Type the 6-digit code and tap the [Authenticate] button.

After a successful scan, the authenticator adds a new account button to the list or accounts.

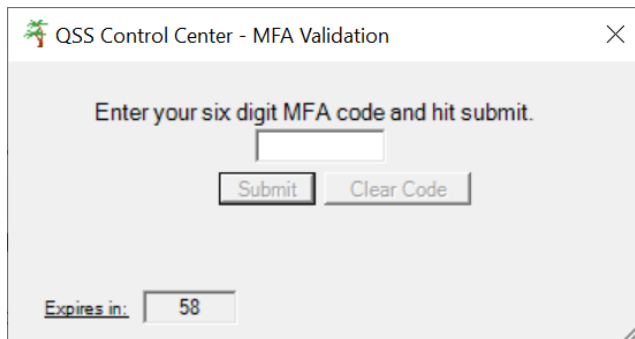
Tap the newly added authenticator account to view the **One-time password code**.
5. In QCC, type the 6-digit code in the *Authentication Enrollment* window.
 - a. If the code in Microsoft Authenticator expires before you submit the code, look for a new code in Microsoft Authenticator, then type it again in the *MFA Validator* form.
 - b. After you type the code successfully, the *QSS ControlCenter* window displays the tree view.

Logging In to QSS/OASIS

Follow these instructions after you have added an account in Microsoft Authenticator.

To log in with an existing authenticator account:

1. On your PC, log on to QCC.
2. On your phone, open Microsoft Authenticator.
 - a. Type your lock code or touch the fingerprint reader if prompted.
 - b. Select the account name set up for logging in to QCC to display the single-use MFA code.
3. QCC displays the *MFA Validator* form.



- Type the 6-digit number from Microsoft Validator, then select the [Submit] button.
- a. If you have multiple accounts in the authenticator, make sure you type the code that goes with the current QCC User Name.
 - b. If the code in Microsoft Authenticator expires before you submit the code, look for a new code in Microsoft Authenticator, then type it again in the *MFA Validator* form.
 - c. After you type the code successfully, the *QSS ControlCenter* window displays the tree view.

Changing Computer Names

These steps are for people who have multiple User Names for logging on to QCC, such as different User Names for testing, training, and production environments. When you create an account in Microsoft Authenticator, it assigns the computer name. You can change these names to something more descriptive, such as “QCC production logon” or “QCC test server”.

To change a computer name:

1. Open Microsoft Authenticator.
2. In the list of accounts, tap the one to rename.
3. Tap the gear icon on the top right corner of the screen.
4. In the Rename form, type the new name, then tap the [Close] button.
5. Tap the [Account Settings] button to return to the list of accounts.

Removing an MFA Account from QSS/OASIS

These instructions tell how to remove an MFA account from QSS/OASIS. Once you remove the MFA account from QSS/OASIS, you will need to create a new MFA account to log in to QCC again.

To remove an MFA account:

1. Log in the QCC with a User Name that has already been authenticated.
2. In QCC, remove the authenticator account for the User Name.
 - a. Point to the **File** menu, then select **Settings**.
 - b. In the *Settings* window, click the [Remove MFA account] button on the lower left corner of the window.
 - c. In the *Two Factor* window, click the [OK] button to remove the MFA account.
The QCC session logs out, and the *QSS ControlCenter* window closes.
3. In Google Authenticator or Microsoft Authenticator, delete the account associated with the User Name.
This step removes clutter from the authenticator app on your phone. Authenticator accounts remain in the app until you delete them.
4. To log on to QCC again, follow the steps for creating a new account for Google Authenticator or Microsoft Authenticator.